North Riverside Public Library

2400 S. Des Plaines Avenue
North Riverside, Illinois 60546

Agenda
Committee of the Whole
Board of Trustees
July 9, 2018
6:30 PM

1. **Open of Meeting**
   A. Call to order
   B. Determination of quorum
   C. Recognition of visitors to the meeting
   D. Approval of agenda and requested changes to agenda

2. **Open Forum**
   Audience Members wishing to address the Board please complete the open forum sheet provided and give it to the Board Secretary.

3. **Minutes**
   A. Accept Minutes of June 11, 2018 Committee of Whole Meeting Open Session

4. **Personnel Committee (Greg)**

5. **Building and Grounds Committee (Ken)**
   A. Discussion of HVAC system

6. **Policy Committee (Priscilla)**
   A. Other

7. **Strategic Planning Committee (P.J.)**
   A. Strategic Initiatives Mini Grant

8. **Other New Business**
   A. My promo receipt & My Library Rewards
   B. Show Your Library Card Benefits Plan - Application form
   C. Reorganize the Circulation Desk
   D. Other

9. **Adjournment**

The Library Board meeting is scheduled for Monday, July 16, 2018 at 7pm.

North Riverside Public Library
Board of Trustees
Minutes of the June 11, 2018 Meeting
Of the Committee of the Whole

President Corgiat called the Committee of the Whole meeting to order at 6:35 p.m.

Present: Annette Corgiat, Ken Rouleau, Al Pineda, P.J. Folz, Priscilla Skenandore

Absent: Greg Gordon, Brad Lanken

Also Present: Director Natalie Starosta

A quorum was established with five Trustees present. The agenda was accepted as presented. The first order of business was acceptance of the minutes of the May 14th Committee of the Whole meeting. All Board members agreed that the Minutes should be accepted as presented.

Personnel Committee
   A. Director Starosta informed the board that the paperwork for IMRF was completed but that they would have to be approved at the September IMRF meeting before the library can officially join.

Building and Grounds
   A. Director Starosta updated the CoW that both the HVAC repair and inspection and the stair treads or just waiting on parts. Updates coming soon.

Other New Business
   A. Director Starosta explained what hot spot lending entailed (lending the internet to our patrons) and how other libraries have tested this with great success. This will be an action item at the board meeting.
   B. Director Starosta described the "Show your Library Card" program and what other libraries have done with this. She asked that the board members contact business owners they are familiar with to ask them to sign onto the program when promotional materials have been created. All board members were excited about this. Trustee Pineda suggested that we plan to begin the program with March (is reading month) but begin approaching businesses this Fall. More information will be presented at the next meeting.
   C. President Corgiat suggested that we increase the line item for tributes to include the ability to have staff/volunteer appreciation activities. Director Starosta will make the changes for the board meeting.
   D. Director Starosta presented an RFP for Accounting Services for review. No changes were made. The RFP will be sent out and proposals reviewed at a special meeting on June 28th.

There being no other new business the meeting was adjourned at 7:35 p.m.

Minutes Prepared by Director Starosta

Strategic Initiatives Mini-Grant Opportunity Proposal

Using the proposed $4,000 in the Strategic Initiatives line item in the 2018-2019 budget, we would allow staff members to apply for mini-grants that would have to target one of the goals in our strategic plan. This would allow our staff members to be more active in the library's goals and be able to express their creativity to move us forward. In addition, the program would allow our staff members to take ownership of a project, program or new material that they suggested and implemented.

Staff members would have to fill out an application detailing a budget, timeline, objectives and how their grant would help us move forward with our strategic plan goals. Applications would be turned into the library director and reviewed by a 3-5 member committee from the administrative team quarterly. Grant amounts could range from $100-$500. Staff members would only be allowed to apply for one grant each grant cycle and a total of 2 per calendar year.

Sample application:

Strategic Initiatives Mini-Grant Application:

The goal of our Strategic Initiatives Mini-Grant is to allow staff members to be creative and help the library move toward our goals and better fulfill the needs of our community. Below are the designated priorities and goals. Please review them and be sure that your project targets one of these proirites. (Circle the priority your are targeting)

- Satisfy Curiosity: Lifelong Learning
  - o Seniors will have the skills they ned to support their new and continued interests and their desire for self-directed personal growth.
  - o Adults will have the resources they need to satisfy their curiosity on a variety of topics.
- Stimulate Imagination: Reading, Viewing and Listening for Pleasure
  - o Elementary school age children (ages 5-9) will discover materials and programs that sitmulate their imaginations, satisfy their curiosity and foster a love of reading.
  - o Tens and tweens (ages 10-17) will have a supportive environment that provides pleasureable reading, viewing and listening experiences that respond to their current interests.
- Visit a Comfortable Place: Physical and Virtual Spaces
  - o Everyone will feel welcomed and find comfortable space in the library that meets their needs.
- Connect to the Online World: Public Internet Access
  - o Seniors will have the access and training they need to support their new and continued interests in the digital world.
  - o Adults will have the resources they need to explore the internet and located online resources and services.

I believe that this will help our staff feel empowered, able to express their creativity and their dedication to the library to make changes for the better in their environment. This a part of our goal of raising staff moral and we hope that it will increase staff awareness of other libraries and what is happening outside of our area.

PRICE QUOTE – My Library Rewards™ Reading Incentive Program

Date: June 28, 2018 (Quote valid for 30 days)

North Riverside Public Library, IL

My Library Rewards™ Reading Incentive Program (One year contract)	Price
Includes: - My Library Rewards™ standard annual subscription. - Remote installation of My Library Rewards™ software client. (Includes ILS offline mode) - Remote staff training. - Local business reward negotiations and training. - Support provided to library, participating businesses, and library patrons. - Local business and library monthly analytics. - My Library Rewards™ mobile app access and support. *(Android and iOS)* Optional: *Requires additional cost.* - Novelist® recommendations integration. *(Available to libraries with Novelist® Select subscriptions)* * - Onsite staff training. - Web-services integration. * - ILS Sip-2 integration.* *Based on availability of Library's SIP2 interface or Web Services.	
One-time implementation fee – 1 sites	$2,295 (Reg price $2,495)
Year one subscription	$2,395
Year one total	$4,690 (USD)**

** The My Library Rewards™ program is compatible with most staff-checkout stations and self-check units. Any required equipment/software upgrades are not included. Any requested insurance certificates, endorsements or additional insured documents may require an additional cost.

Mypromo-receipt™

PRICE QUOTE

Date: June 28, 2018 (Quote valid for 30 days)

Central Technology, Inc. is pleased to provide the **North Riverside Public Library, IL** with the following quotation for Mypromo-Receipt™.

Mypromo-Receipt™	Price
Includes: - Mypromo-Receipt™ software license. - Remote installation of Mypromo-Receipt™ software client. - Software support provided to library. - Remote training provided to library.	
One-time startup fee - 1 site(s)	$895.00 (Reg price $995)
3 Licenses ($5.99/ month per staff workstation or self-checkout)*	$215.64**
Year 1 Total	**$1,110.64 (USD)**

*Final license cost may vary if more or less than the estimated number of licenses are needed.
**Mypromo-receipt™ software is billed as an annual subscription service. Cost of the subscription may increase up to 5% per year. Any required equipment/software upgrades are not included.

Mypromo-receipt™

## Mypromo-receipt™ provides you the marketing tool to promote:

> **Upcoming Events | Workshops & Programs | Special Offers | Important Dates & Reminders | Etc.**

Simply drag and drop your library logo, add text, graphic images, or special coupons to the on-screen receipt canvas. Click "Save" and your new customized promotional transaction receipt is ready to print from your circulation and any self-checkout stations!

Have multiple library branches? No problem!

Your custom promo-receipt is ready to be used by all of your branches, located anywhere! Alternatively, create branch specific promo-receipts right from your workstation. You have total creativity *and* flexibility!

Easily transform your checkout receipt into an eye-catching promotional receipt in minutes! This means always delivering fresh content to your patrons.
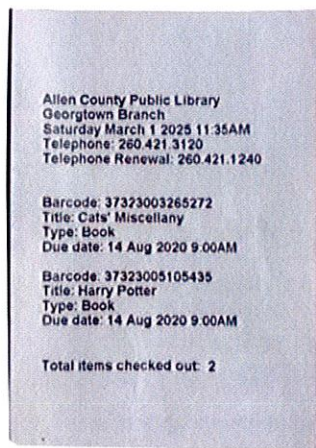
Go from that...
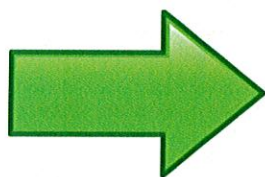
to THIS!

emailed 6-28

ABOUT MY LIBRARY REWARDS™

My Library Rewards™ is a reading incentive program that promotes literacy, learning, and community engagement between library patrons, your local library, and businesses in the area. Designed for people of all ages to experience the excitement of receiving a reward for achievement, this program is unlike any other.

Library patrons automatically earn points for each item that is checked out at their participating local library. Library patrons can redeem the accumulated points to receive rewards from businesses in their community.

EXCLUSIVE REWARDS

My Library Rewards™ provides special deals and discounts from local businesses in your community, adding to the value of being a library cardholder. The program provides reading incentives with exciting rewards on things patrons love to do: dine, shop, explore, and play.

REWARDS MADE EASY

My Library Rewards™ is a proven total turn-key solution designed for public libraries. Our team handles setup, supplies reward offers, and supports and manages the entire program.

ADDITIONAL FEATURES

Optional reading recommendations based on recent checkouts*

Library patrons that are signed up with My Library Rewards™ have the option to access reading recommendations based on their recent checkout history, powered by Novelist®.

Reviews and ratings from Goodreads®*

Browse through book reviews to find out what other book lovers are saying.

Promote your library events

Patrons can earn additional My Library Rewards™ points just for attending special programs or events at your library.
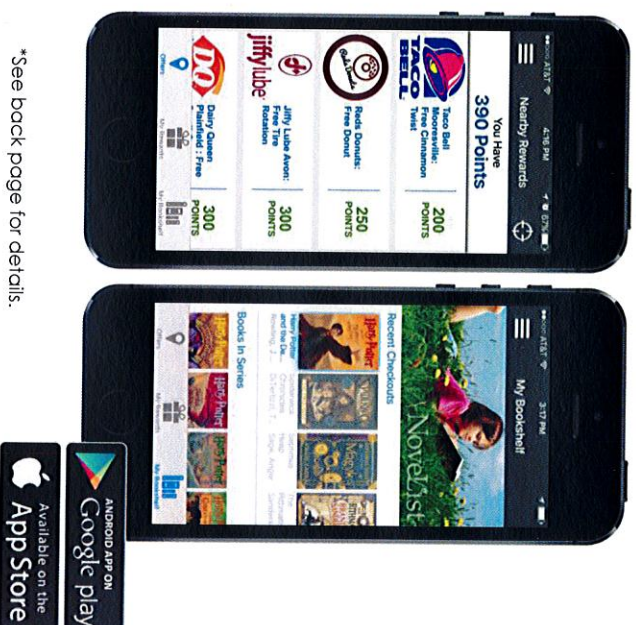
LIBRARY / PATRON / BUSINESS TESTIMONIALS

"My Library Rewards is a win-win for our library and our community. Our patrons love the ability to earn rewards just for doing what they normally do – read. The service is public relations at its best – not just for the library, but for local businesses too. We've been floored by their generosity in donating rewards for our patrons. The My Library Rewards crew is wonderful to work with and is happy to answer any questions your library or your patrons might have. Definitely a great service offering to add to your repertoire!"-Amie Thomas, Assistant Director of Brownsburg Public Library, IN

"It's an excellent program and I know my kids as well as others look forward to earning their points and I look forward to them being excited to read more! Thank you!-Michelle I., My Library Rewards™ member

"the library rewards program has been a great success for us. It is a great way to give back to the community by motivating children to read and to bring new customers to our bounce house facility." - James K. Shrock, Owner of JR Funnigans Inc. Avon, IN.

PATRON PRIVACY

The My Library Rewards™ reading incentive program is COPPA compliant (Children's Online Privacy Protection Act), KidSafe Seal Approved, and Positive SSL EV secured. My Library Rewards™ will never sell, trade, or rent patron information.

North Riverside Public Library

Business Name: _____ Title: _____

Contact Name: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

This agreement is entered into between _____ and the North Riverside Public Library District ("Library") and for the duration: ___ March 2019 (3/1/19-3/31/19)

_____ September 2018 (9/1/19-9/30/19)

- You must complete the entire month; no mid-month opting out permitted.
- To opt out of the campaign, you must notify the library in writing two months prior to the start of the next month. Send a letter to North Riverside Public Library, Attn: Natalie Starosta, 2400 S. Des Plaines Avenue, North Riverside, IL 60546 or email to bazann@northriversidelibrary.org
- Participation in the Show Your Library Card campaign requires your business to provide unique offers exclusive to North Riverside Public Library cardholders and must be different than any other deal your business is simultaneously offering. The library has the right to decline business participation.

* Terms of business discount/offer Business location(s) where the terms will be in effect:

*North Riverside Public Library District will use the above discount/offer written by the business/establishment for its Show Your Library Card campaign. The agreement written in the above box will be the wording used for promotions. The library reserves the right to edit for space limitations and uniformity.

- The library will provide the following promotions (partner information will be included where possible):
  o Fliers at your business promoting the campaign
  o Signage with your business name at our library location.
  o A partnership ad with your business name in our newsletter (larger ad at a discount)
  o Month long program promotion on the library social media